



Lambertville Municipal Utilities Authority

Tuesday, October 6, 2020, 6:00 PM

Virtual Zoom Regular Meeting Minutes

Link: <https://us02web.zoom.us/j/82574828850>

The meeting was called to order at 6:01 p.m. by Chairwoman MacGregor who read the statement of compliance with the Open Public Meetings Act, by adoption of *Resolution 009-2020* setting forth meeting dates for 2020-2021. Notification was additionally published on Friday, September 11, 2020 to The Hunterdon County Democrat and also noticed in The Times of Trenton. A copy of the agenda was posted on the web sites of the LMUA and the City of Lambertville.

Roll Call.

Mrs. Ege called the roll as follows:

LMUA Board:

Present: Janine MacGregor-Chairwoman, Vincent Uhl-Vice Chairman, Paul Rotondi-Treasurer, Russell Lambert-Secretary, Helen Pettit-Member, Jacqueline Middleton-Alternate I

Absent: Michael Gaudio- Alternate II, C. Gregory Watts-Tice & Skowroneck

Also Present: Thomas F. Horn, P.E.-Executive Director, Kathy Leary-CFO

Public Participation Instructions for Zoom.

Mrs. Ege read the instructions on how the public can participate in the meeting.

Virtually by Computer: If you are currently utilizing a computer to participate, you would click the “**Raise Hand**” **button** on the bottom of the screen. This will place you in a queue that I can see for when it’s time to take public comments. People are sorted in the order they raised their hands. When I call on you, a message will pop-up asking if you want to unmute yourself. If you choose to move forward and place a public comment or question, choose to unmute, if you have changed your mind then choose deny.

Telephonically by Phone: If you are dialing in tonight on your phone, to “**raise your hand**” dial *9 to be placed in the queue. When called on, the system will ask you to confirm being un-muted to proceed.

Once called, I will ask you to please state your full name and address into the record, then please feel free to make your comment or ask a question. You will remain unmuted while the governing body responds. Please make sure there is no background noise such as the T.V. on, music or loud chatter.

When public comments are finished, participants will be placed back on mute for the duration of the meeting.

Public Comment.

Mrs. Ege confirmed there was no public in attendance.

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Minutes.

The minutes from the September 1, 2020 virtual regular meeting were approved with the revisions from Ms. Pettit in a motion made by Mrs. MacGregor and seconded by Ms. Pettit.

Governing Body Member	<u>Recorded Vote:</u>			Abstain	Not Voting	Not Present
	Aye	Nay				
Janine MacGregor	X					
Vincent Uhl	X					
Paul Rotondi	X					
Russell Lambert	X					
Helen Pettit	X					
Jacqueline Middleton					X	
Michael Gaudio						X

Correspondence.

- A. Capacity confirmation for the proposed addition of a single family home located at Allen Street, Block 1094, Lots 1, 2, & 3 was sent in a letter dated September 18, 2020.
- B. Capacity confirmation for the proposed project located at 21 Ferry Street for two additional four bedroom apartments to be located on the second and third floors of an existing restaurant was sent in a letter dated October 1, 2020.
- C. In an email dated October 5, 2020 Michael Gaudio tendered his resignation from the Board as he will no longer be a Lambertville resident. The Board wished him well and thanked him for his service.
- D. The LMUA received a thank you letter from St. Jude dated September 22, 2020 for the donation made in honor of Louis Rotondi.
- E. Mr. Sterbinsky, the Chairman of Delaware Twp. MUA had sent a request via email dated October 5, 2020 to purchase chlorine directly from the LMUA. The DTMUA is a small operation that would benefit from the help of the LMUA. Mr. Horn recommends a shared service agreement for the purchase of chlorine should the Board be agreeable. Mrs. MacGregor would concur to such an agreement as long as we are following the proper safety protocols and that DTMUA covers any costs for an agreement. Ms. Pettit due to the safety concerns would prefer that when the chemical company makes their chlorine delivery for the LUMA that they fill DTMUA's 55 gallon drum at that time. The Board directed Mr. Horn to reach out to our Attorney, Mr. Watts to discuss an agreement and to notify DTMUA that they would be responsible for all agreement costs.

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Chairpersons Report-Janine MacGregor.

Mrs. MacGregor asked the Board to send any recommendations they may have for the Alternate Two position in a separate email to her and she will bring them before the Mayor.

Executive Directors Report-Thomas Horn.

OPERATIONS REPORT FOR OCTOBER 2020.

TREATMENT FACILITY: The staff worked on normal maintenance and continued tank cleaning.

COLLECTION SYSTEM: The staff worked on routine maintenance of the stations including a check valve replacement at North Union pumping station. Mr. Horn has begun collecting flow data at the North Union pump station to determine if the current pumps are properly sized.

ODOR CONTROL: There were no calls concerning odors in September.

UNION/ PERSONNEL: Beginning in October, the operations staff is now back to a normal 5 day work week.

Mr. Horn continues to work with Mr. Watts on the updates to the personnel manual.

REGULATORY: Biofilter and carbon unit continue to be monitored.

ADMINISTRATIVE ISSUES. Mr. Horn reported that the Authority's accounting/ billing software is close to the end of its useful life. He will discuss this under his memo, *Billing/ Accounting Software*.

Memo-Status of Capital Improvements.

Collection system work: The Authority is waiting for DEP to do their final inspection.

Plant & road paving & roof replacement: Engineer is working on final submittals for contract closeout.

Clarifier parts: The parts have been delivered and the staff has begun the prep work for installation. Mr. Horn advised the Board they will need to plan to rent a crane to assist in the installation.

Drain Lines & Chemical Building: The contractors have been out to review the drain layout and to start the preparatory work on the temporary disinfection system. Ms. Pettit asked about the 2% retainage for the projects. Mr. Horn explained that the I-Bank automatically holds 2% of the total contract amounts until the contracts are satisfactorily completed and then at closeout release those remaining funds.

Relief Requests.

There are two requests for rate relief before the Board. The first is for the Lambertville Station Inn and the second is for the businesses at 1-5 Kline Court. Both businesses are asking for some amount of a billing credit from the previously paid quarter that was during the Covid-19 non-essential business shutdown period. The

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Board appointed subcommittee met via Zoom on September 29th to review the details of the specific requests. Mrs. Ege compiled a detailed spreadsheet for the Board's review, of all the commercial and industrial users broken down by the unit type, number of units and fixtures, quarterly charges and metered vs. non-metered customers.

Mrs. MacGregor stated that "by statute we are required to charge rates that are equitable for the same use." The Board discussed the impact of doing an across the board relief as well as by specific type or class of customer. A review of all of the rates would need to be done and then a rate restructure would need to take place. The Board would not like to see the residential burden of rates increase.

Mrs. MacGregor summarized, the bottom line is the LMUA's bills have remained the same and any decrease in our revenue would affect our ability to meet our Bond requirements. Ms. Pettit discussed the option of providing late penalty forgiveness instead of a rate reduction. After a discussion on possible late penalty forgiveness the Board reiterated that by statute the LMUA must maintain a balanced budget and therefore cannot provide relief. The Board directed Mr. Horn to write a letter advising the two commercial properties of their decision and requested to review it prior to submission.

Memo-Software Upgrade.

Mr. Horn explained that the current accounting/ billing software the Authority uses was originally installed in 1993 and is an old DOS based program. The Authority's IT consultant has been managing the compatibility of the older program with our current computer's operating system for many years but they cannot guarantee its longevity. In addition, the software company cannot guarantee how long they will support the older program. Based on these factors, Mr. Horn recommends the Authority upgrade the software to a completely new system.

Mrs. Ege had solicited quotes from our current software company, Harris Local Government and Edmunds Gov Tech, a widely used software company in New Jersey. Both proposals were given to the Board with the meeting packet for their review.

Mr. Uhl asked if there were any public domain software systems available to us. Mr. Horn explained that both companies have software developed specifically for public utilities. Edmunds is a New Jersey based company and has a state contract. Ms. Pettit asked what would happen in the event that one of these companies goes out of business. Since Edmunds services the majority of municipalities in NJ, Mr. Horn feels they would be the reliable choice for longevity concerns. In Mr. Lambert's opinion based on his 40 years working in the IT field, Edmunds is the most solid software choice. After a discussion the Board agreed to approve a contract with Edmunds. Mr. Horn will request a firmer proposal and share this with Mr. Lambert before drafting a resolution to approve the purchase at the November 3rd regular meeting.

Chief Financial Officer's Report.

Mr. Rotondi made a motion to approve the bill list for September. Mrs. MacGregor seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED

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Governing Body Member	Recorded Vote:			Abstain	Not Voting	Not Present
	Aye	Nay				
Janine MacGregor	X					
Vincent Uhl	X					
Paul Rotondi	X					
Russell Lambert	X					
Helen Pettit	X					
Jacqueline Middleton					X	
Michael Gaudio						X

Attorney's Report.

Mr. Watts was not in attendance to give a report.

Adjournment.

The meeting adjourned at 7:00 p.m. with a motion made by Mrs. MacGregor seconded by Mr. Uhl and followed by a unanimous voice vote taken in favor of the motion by all members present. MOTION CARRIED.

Respectfully submitted,

Melissa S. Ege

Melissa S. Ege, Administrative Assistant

Approved at the regularly scheduled Lambertville MUA Board meeting held on November 3, 2020.